

Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X Proposed Position Description

Date Prepared: 06/26/03

Approving Official: Name: Sheryl A. Wheeler

Signature: 

Title: HR Specialist

Position Title/Series/Grade: Maintenance Worker, WG-4749-05

ORGANIZATION: Division of Property Management

This position has been reviewed using the following Federal Wage System, Job Grading Standards: Maintenance Mechanic Series, WG-4749, 5/74; Motor Vehicle Operator Series, WG-5703, 4/91; WG-5705, 1/92; Trades Helper Jobs, 11/68; Heating and Boiler Plant Equipment Mechanic Series, WG-5309, 11/92.

TITLE AND SERIES DETERMINATION : This position is established to perform general maintenance and upkeep work at the DHHS, NIH. Based on this requirement, the Maintenance Mechanic standard was used. This standard is used to grade non-supervisory work involved in the maintenance repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical ..." meets the specific needs of this position. Based on this standard it shows that when there are more than one occupation being performed at the same grade level, then the 4749 series and title are to be used, however, if one of the occupations is graded higher than the other occupations then the higher graded occupation would determine the title and series of the position. Based on this review, the title and series, Maintenance Worker, WG-4749 is the appropriate title and series for this position.

GRADE DETERMINATION: The duties of this assignment are developmental using a variety of trades in a manner typical of the WG-4749 Series. Overall grade for this position is, therefore, determined by reference to the WG-4749, Maintenance Mechanic Series Standard, and to the various other occupational series. All duties described are determined to be at the WG-5 level.

CONCLUSION: Work depicted in the duties are properly considered in accordance with the WG-4749, Maintenance Mechanic series. Duties are described at the WG-5, none being above WG-5. In accordance with the classification practices and titling prescribed in the WG-4749 Series standard. The proper classification for subject job is therefore determined to be Maintenance Worker, WG-4749-05.

Installation: National Institutes of Health, Bethesda, MD

Title: Maintenance Worker

Occ Series: 4749

Pay Plan: WG

Grade: 05

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services, National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Duties:

MAJOR DUTIES

1. Working alone or in a group, accomplishes basic work assignments in connection with the alteration, maintenance, and repair of utility related equipment including boilers, chillers, air compressors, distribution and collection systems and related equipment. Work requires skill in the use of a variety of common hand and power tools and machines. Work predominantly consists of assisting intermediate and journeyman workers in one or more of the skilled trade occupations such as boiler and refrigeration mechanics, or other related facilities maintenance workers on a continuing basis. Work involves carrying tools, equipment and other materials to the work site; making preparation for work to be done, whether in the shop or garage areas or in the field; providing assistance in the holding, rearranging, moving or otherwise positioning equipment for ease of access; preparing sites or areas for equipment installation; and,

performing the simpler operations of the trade. Work performed is generally common and most basic tasks of the trade including changing oil and filters. Accomplishes necessary job completion, cleanup, storage of tools and materials, loading of equipment into vehicles, etc.

2. Typical assignments include securing tools, equipment, materials, replacement parts, etc.; holding items and parts being worked on; cleaning oil, dirt, grease and water from machinery and parts; brush and spray painting for preservation rather than appearance, exercising valves, and performing basic preventive maintenance on equipment. Performs general housekeeping functions, which involves cleaning, sweeping, mopping, disposal of refuse, operating power scrubbing machine, etc.

3. Operates light automotive equipment (approximately 10% of time) up to 10,000 GVW truck to transport materials, supplies and personnel to and from work sites, requiring appropriate operator's permit.

Performs other duties as assigned.

NOTE: A valid state motor vehicle operator's license is required for incumbent to operate motor vehicles in accomplishing assigned duties.

SKILL AND KNOWLEDGE

Has basic knowledge of trade practices in the fields of equipment repair, maintenance, and painting and the ability to use basic power and hand tools such as drills, saws, hammers, spray painting devices, various wrenches, and hand cutting and threading devices. Has skill in operating controls for maneuvering and driving motor vehicles such as sedans, trucks, and carry-alls in a safe manner and ability to safely and efficiently load vehicles. Has ability to operate, control, and clean power equipment associated with housekeeping duties.

RESPONSIBILITY

Receives instructions on all assignments. Is provided advice and assistance on any problem situations, except in motor vehicle operation situations. Completed work is thoroughly reviewed for adequacy and timeliness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds. Uses frequent and sustained arm and hand movement in accomplishing work.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, sewage, dust, grease, fumes, heat and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns, cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOP s.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather

NOTE: Employees are required to observe established safe working procedures. Appropriate protective clothing and/or equipment are provided to minimize or eliminate hazardous conditions, and its use is mandatory.